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BASIC SCHOOL – SUMMARY OF PROGRAM ACCOMPLISHMENTS

	Year Ago	Today
Basic Orientation	Responsibility divided between Basic and Intelligence Schools; BIC(CS) offered 6 or 7 times per year.	Consolidated in Basic School; 11 courses per year; average enrollment approaching 90.
	Heavy reliance on lecture method, with 1 problem handled on discussion group basis.	Five lectures converted to discussion group treatment, plus problem. This change in method followed by immediate rise in grades for 1st phase of course.
	"County Fair" included 20 exhibits, with representatives from 10 Offices manning their displays.	27 exhibits, with 7 new and 20 revised and improved; 22 manned by representatives from displaying Offices; marked increase in average attendance and number of special visitors.
	Communist Propaganda Exhibit recently introduced on small scale; shown during a lunch period.	Expanded in scope and content; made integral part of course, with $1\frac{1}{2}$ hours allotted for display and discussion.
	American Thesis covered in 1 discussion of $1\frac{1}{2}$ hours.	Treated in 3 discussion sessions, $4\frac{1}{2}$ hours, and a special film, Conversation in New Delhi, produced for use as a critique.
	10 class days devoted to Introduction to Intelligence; 5 days to Communism and the USSR.	8 days allotted to 1st phase; 7 to Communism and the USSR.
		Continuous evaluation of course content has resulted in introduction of 7 new lectures and exercises, replacing material judged to be of less value to classes.

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	Year Ago	Today
Management	7 course runs completed.	18 runs completed; 19th now under way.
	Approximately 125 middle-management supervisors given a basic orientation and review of duties.	339 middle-management supervisors given basic training.

25X1

One instructor ☐   ☐ plus two others   25X1
qualified to give help at any point, or run the course if necessary.

	Year Ago	Today
	23 cases, problems or films specifically selected or adapted to meet CIA training needs.	55 cases, films, group discussion problems written for or adapted to CIA training needs.
	Riding on momentum gained from Human Resources Program, as presented by	An OTR offering selling solely on its own merits.

25X1

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	Year Ago	Today
	Accepted by Agency components which had heard about the course from TLO's or trial students.	Accepted widely outside DD/P, and by some DD/P elements, including FI and SE.
Supervision	1 presentation of course completed.	11 presentations completed.
	18 supervisors received training, grades GS-7 through 9.	191 received training, grades GS-5 through GS-14.
	No arrangements for following up on basic training.	One follow-up meeting held for each of 7 classes; other means, beside follow-up meetings, being studied.

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	Year Ago	Today
Supervision	Basic readings and course materials assembled and tried out in one presentation; 7 cases prepared specifically for Basic Supervision.	Readings completely revised, to meet specific Agency needs and to reduce emphasis on industrial problems; 13 Agency cases prepared, and approximately 24 charts and posters developed for Basic Supervision (used jointly where appropriate with Basic Management).
	3 speakers from outside CTR, briefed and tried out once.	12 outside lecturers available, briefed, tried and found to be effective.
25X1	1 instructor [ ] experienced in supervisory training through helping to present Human Resources Program and assisting in Basic Management.	Instructor seasoned through running the course a year, and through additional training, plus assistance available from [ ] 25X1 .
Administrative Training	Operations Support recently increased from 3 to 4 weeks; maximum enrollment 50.	5-week course; maximum enrollment 65. Additional subject matter included which, on basis of critiques, was needed and was not available elsewhere.
	Administrative Procedures a 2-week course, completely DD/P - oriented.	3-week course, with additional week devoted to Agency Headquarters procedures. Now a comprehensive survey course, presented in phases, and may be taken in part or as a whole according to individual need.
	Unrelated cases, problems and exercises used in Operations Support in connection with various subject matter phases.	All practice problems and tests in the support phase of the course have been based on one case. A new comprehensive case has been developed, to be introduced in the January running, which will provide a consistent, cohesive framework throughout the course, thus providing for better organization.

	Year Ago	Today
Administrative Training	Heavy reliance on lecture method, involving many guest speakers; staff instructor capability adequate to requirements of two major courses, plus tutorial teaching and special offerings (e.g., _Tradecraft Terminology_) as requested.	Significant increase in staff instructor capability, making possible:

Significant increase in staff instructor capability, making possible:

a. Absorption of many lectures previously given by guest speakers.

b. Introduction of small-group discussion method in portions of last running of _Operations Support_, with evidence of better student comprehension of material thus treated.

c. Increased participation in and expanded coverage of administrative subjects in other OTR courses, especially on Finance subjects.

d. Increased tutorial training, especially for AC/OS, and continuing capability to provide special offerings as required.

e. Development of new training aids.

f. Production of Case Officers' Administrative Handbook, part one of which, on Finance, is scheduled for January 1956; and an illustrated Instructor's Manual for tradecraft familiarization, which is now being typed for distribution and review.

4

	Year Ago	Today _Departmental Briefing (monthly);_
Orientation and Briefing	Program included weekly CIA Indoctrination and quarterly Orientation, plus special briefings as required. 3 positions involved.	CIA Introduction (weekly); CIA Review (twice monthly); Dependents' Briefing (monthly); plus special briefings as required. 2 positions involved.

Clerical Training

Students in Clerical Training:

25X1

Induction	
Orientatic	
Refresher	
Total	

Induction
Orientation
Refresher

1955, to date

25X1

Programs in operation included Induction, Orientation and Refresher, plus Non-Clerical Basic Typewriting and Tutorial Typing Training upon request.

3 regular programs expanded and/or improved by:

a. Addition of 4-day filing course in Induction.

b. Addition of classified Agency filing procedures in Orientation, and revision of correspondence instruction.

c. Improvement of content and organization of shorthand courses in Refresher, and reorganization of English Usage course.

Special projects undertaken, including:

a. Participation in Basic Supervision, Administrative Procedures, and Secretaries Workshop.

b. Special course in English Usage, adapted for administrative and professional personnel, given at specific request of Offices.

c. Continuation of Non-Clerical Typing training.

|	Year Ago	Today
Clerical Training	Program of internal staff development on a systematic basis, involving Agency training and planned rotation of assignments, under consideration but not yet started. 8 members of staff had had total of 12 OTR courses, and no rotational assignments within the program had been effected.	10 staff members have had 13 additional training courses; 4 changes of assignment made for instructor development purposes; 1 secretary has developed into an instructor, and another is being trained for instructor duties. The result is a better prepared, more versatile, and more cohesive staff.
Other Activities	No basic training in techniques of writing and speaking; Instructor Training Course offered infrequently, aimed primarily at developing OTR instructors.	Successful courses conducted by Profs. [_____] Instructor Training 25X1 varied in method and approach, and aimed primarily at preparing operational personnel for training functions overseas; rendering services in connection with trainees of AC/OS; and providing technical assistance to other Agency components having internal training activities.

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25X1
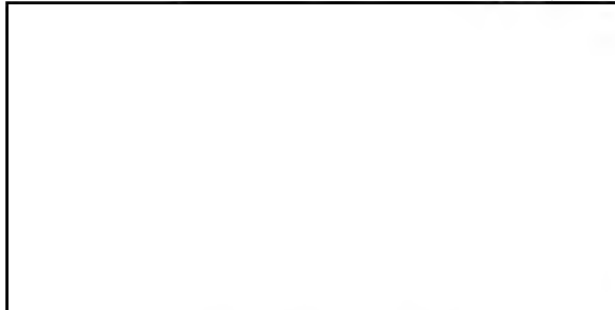
2 September 1955

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director (Support)

SUBJECT: Termination of National Intelligence
Orientation Program

1. In previous years, when our training activities were
limited, there was a real need to assemble groups of Agency
employees and explain to them the organization, functions
and processes of the American intelligence system. That
need was met by the National Intelligence Orientation Program,
originally offered six times a year, then quarterly, and more
recently three times annually.

2. The Office of Training now offers a number of courses
and programs, for new and experienced employees, which in-
clude broad familiarization with the fields of intelligence as
well as specialized or advanced training. I feel that they meet
the present needs of Agency employees for intelligence orienta-
tion, and it seems unnecessary to continue a separate, large-
scale orientation and time-consuming activity which has become
largely redundant.

3. I believe there will always be, however, a need for oc-
casional gatherings at which the Director of Central Intelligence
and his principal assistants can meet with employees to discuss
the state of the Agency. Such meetings are beneficial to morale
and serve as a useful channel of communication to the entire
Agency. The Office of Training stands ready to assist, as re-
required, in the arrangements for such meetings.

SUBJECT: Termination of National Intelligence
            Orientation Program

4. In view of these considerations, I recommend:

    a. That the National Intelligence Orientation Program be terminated.

    b. That in its place there be instituted two half-day programs per year, in which the Director and his principal assistants will meet with selected Agency audiences to discuss topics of current interest.

                              MATTHEW BAIRD
                              Director of Training

MB:lbc

cc: DD/S

Orig. & 1 - Addressee
        1 - DTR (yellow)
        1 - C/BS/TR

- 2 -